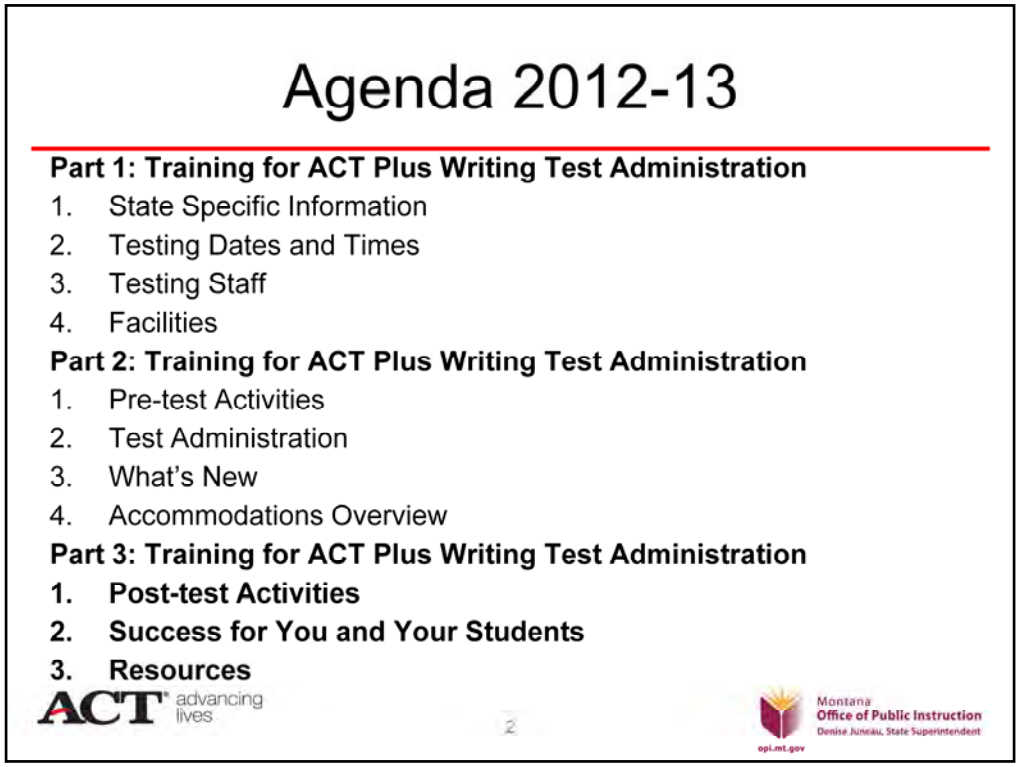
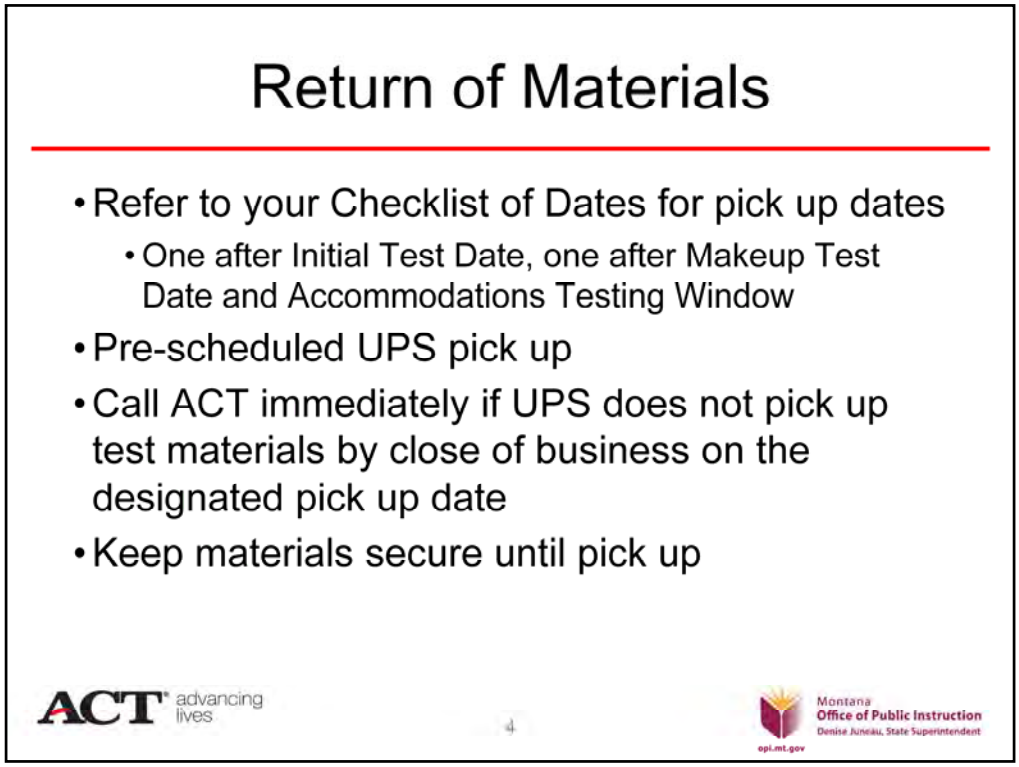
Welcome to the Test Administration Training for the ACT for State Testing.



The training will be presented in three PowerPoints in pdf format with the notes accompanying each slide. This is Part 3 which includes the following topics:

1. **Post-test Activities**
2. **Success for You and Your Students**
3. **Resources**

This chapter discusses proper return of materials.

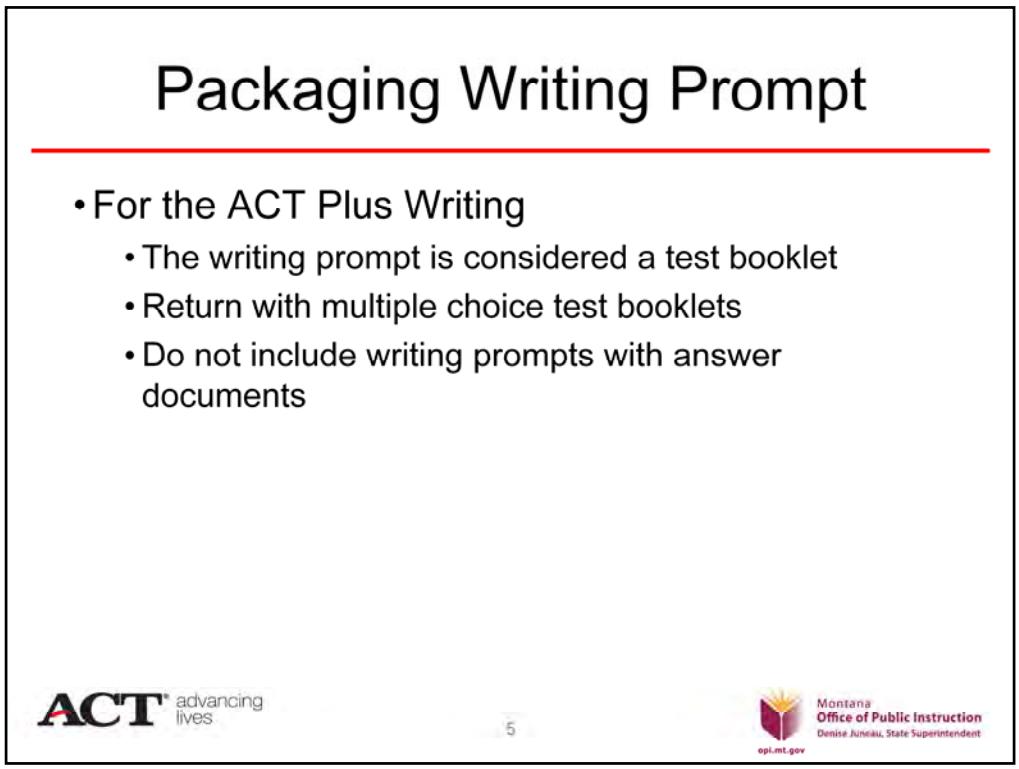


•Refer to your checklist of dates for material pick up dates following testing.

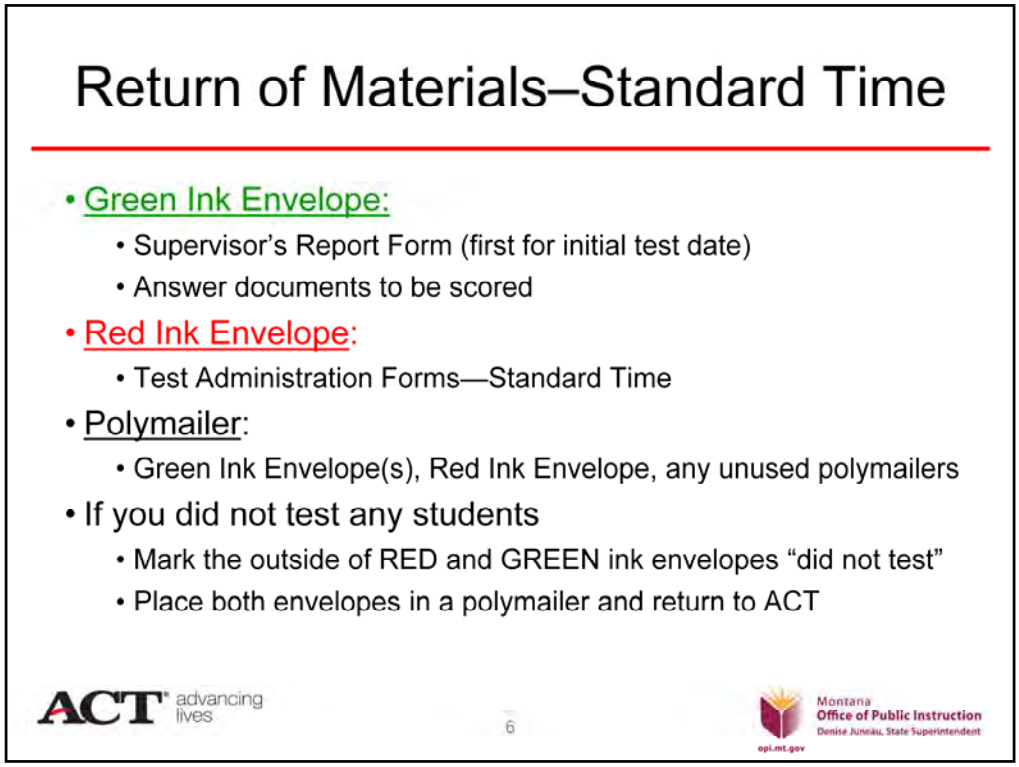
•Pick ups have been pre-arranged with UPS.

•If UPS does not arrive by the close of business on the designated pick up date, please call ACT. This way, if there is a delay, we will have a note that it was due to the carrier, and we will follow up.

•Keep the materials secure until they are picked up.



•For the ACT Plus Writing, the writing prompt is considered a test booklet. Please return the writing prompts with the multiple choice test booklets.



•**After the initial test date, for standard time testing**, put the Supervisor's Report Form, and answer documents to be scored in the GREEN Ink Envelope.

•Place one **Supervisor's Report Form** in the **first** green ink envelope on top of the answer documents. The SRF or "header sheet" identifies your school to the scoring system and determines the test date to be reported (initial or makeup).

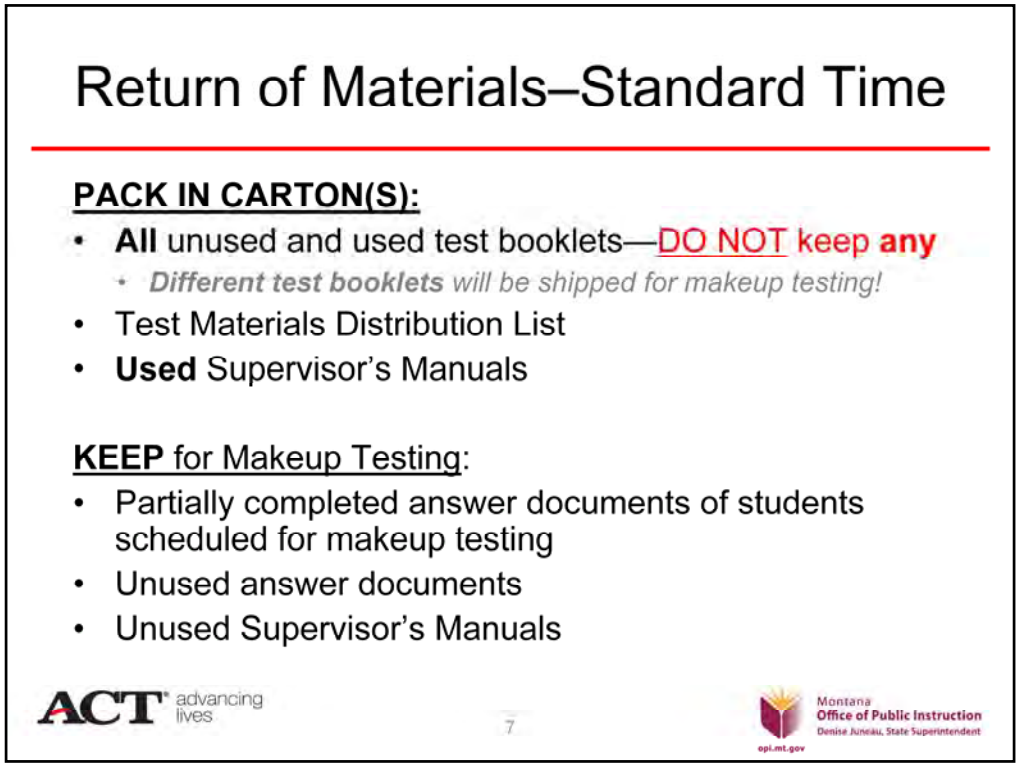
•If you are administering the **ACT (No Writing)**, you may insert up to 150 answer documents per green ink envelope. If you are administering the **ACT Plus Writing**, you may insert up to 100 answer documents per envelope.

•The RED ink Envelope is for administrative forms. Check the list of required forms printed on the outside of the envelope to make sure you include all required forms.

•One polymailer will hold up to **three** GREEN ink envelopes with answer documents to be scored, the RED ink envelope of required documentation, and any unused polymailers.

•If you return more than one polymailer, the RED ink envelope must go in the **first** polymailer.

•The polymailer has a pre-paid shipping label, so once it's packed and sealed, it is ready for pick up.



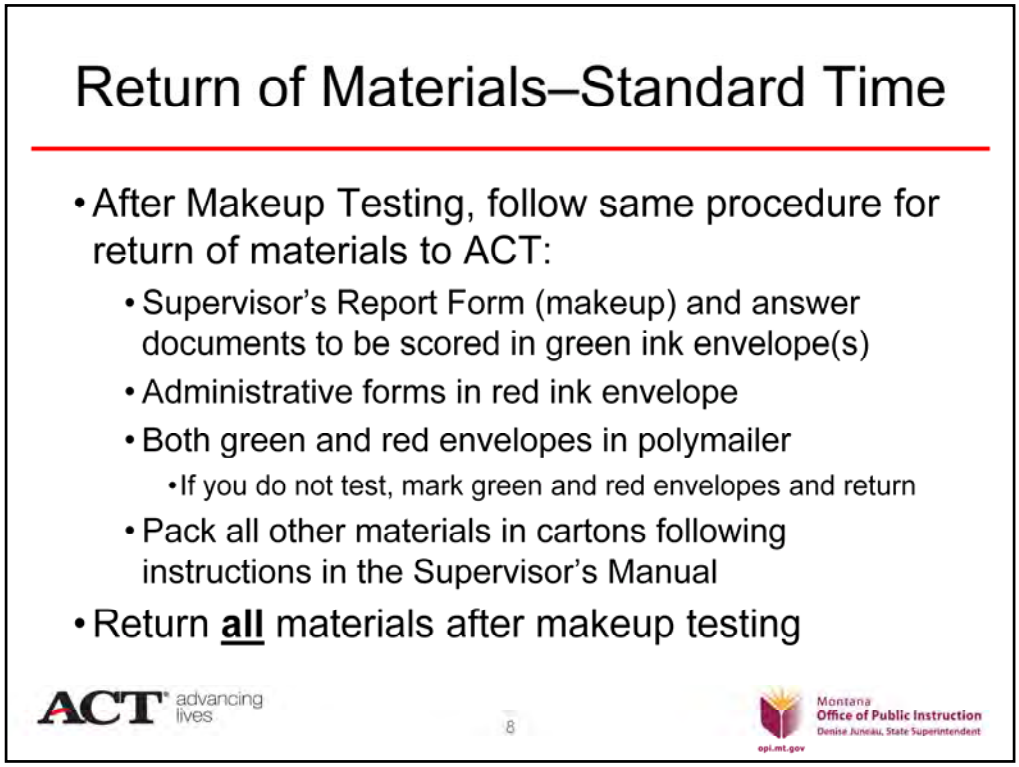
Use the cartons the materials arrived in, they have pre-paid shipping labels.

Follow the packing instructions in the Supervisor's Manual when returning standard time materials to ACT.

Be sure to return all of the test booklets shipped for the initial test date.

A different test form will be sent to use for the makeup test date.

Keep unused and partially completed answer documents, and unused Supervisor's Manuals to use for makeup testing.



•After the makeup test day, follow the same procedure for package and return of materials to ACT.

•Pack the SRF and answer documents to be scored in the green ink envelope. Administration forms in the red ink envelope, and both the green and red envelopes in the polymailer.

•If you end up not testing anyone, mark the green and red ink envelopes accordingly.

•Pack all other materials in the cartons they arrived in following the packing instructions in the Supervisor's Manual.

•Be sure you have everything!

Put the following forms into the blue ink envelope:

Accommodations Supervisor's Report Form

All answer documents to be scored

State Test Accommodations Roster

Large Type Worksheets

School ID Letters, etc.

Administration Reports

Reader's Agreement, if any

Irregularity Report, if any

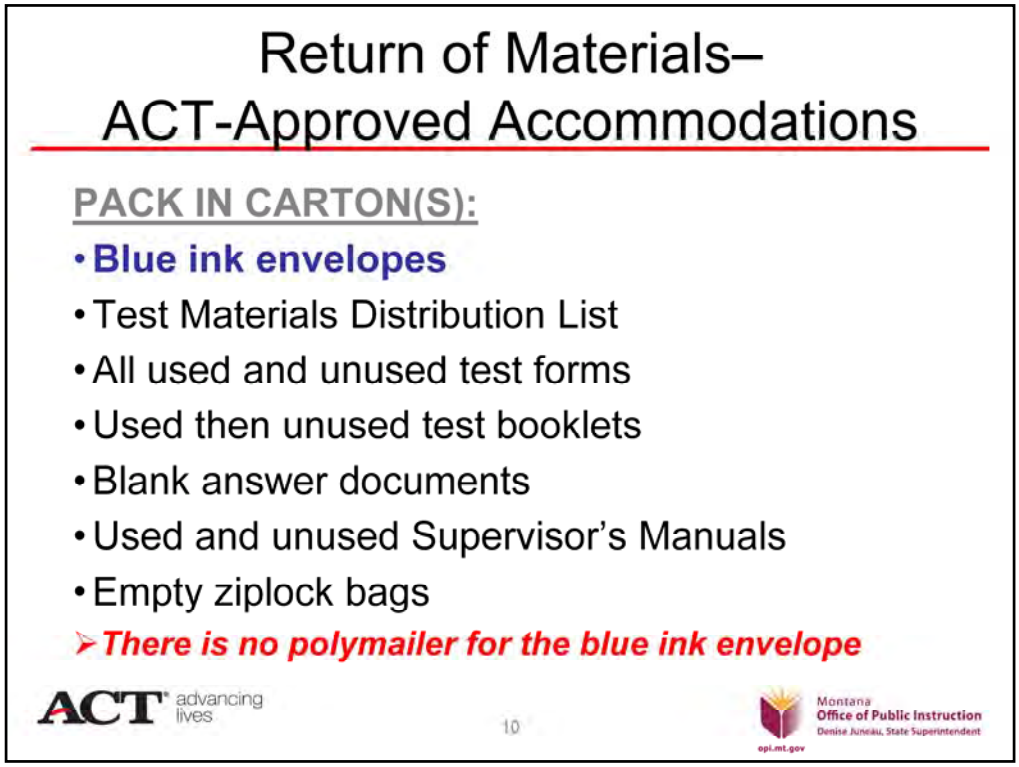
VOID or REPLACED answer documents

Seating Diagram(s)

Testing Staff List

ACT Writing Test Agreement, if any

There is a checklist on the outside of the envelope. Use this to be sure you've provided all of the required documentation.

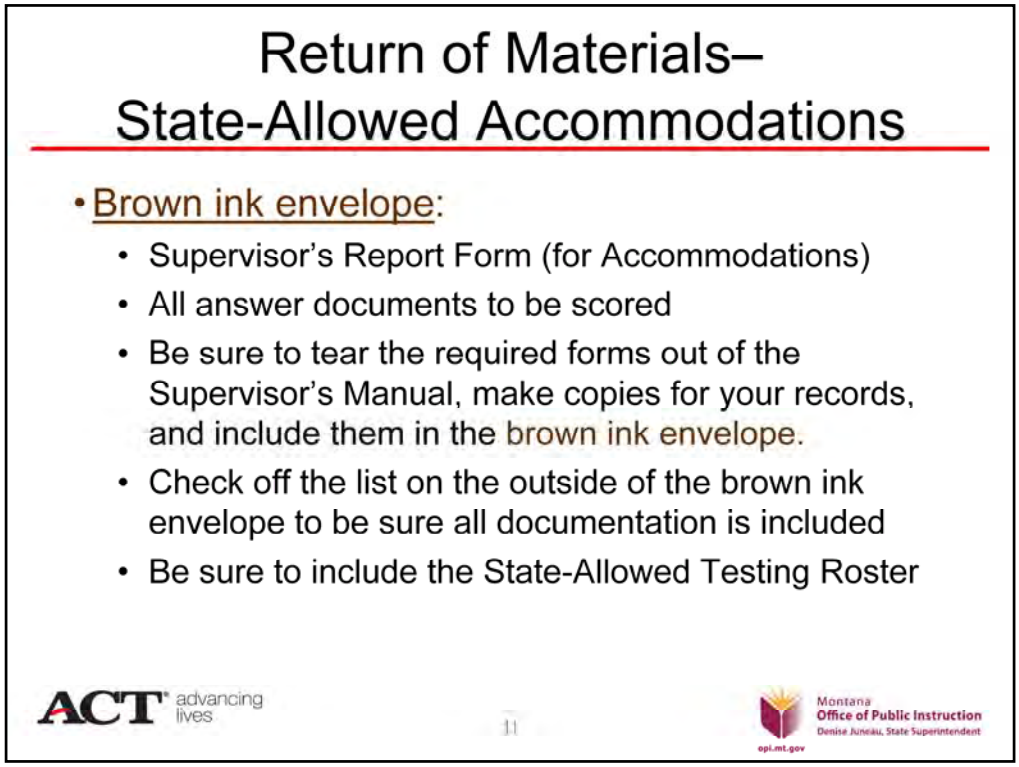


•Re-use the cartons that the materials arrived in to package materials to send back to ACT.

•There are no polymailers for accommodations materials.

•Following the instructions in the supervisor's manual, you'll pack the cartons first with empty ziplocks, supervisor's manuals, blank answer documents, test booklets, test forms- like Braille, large type, DVDs- the test materials distribution list, and finally, on the top, you will place the Blue ink envelope.

•The cartons have pre-paid shipping labels, so seal them and they are ready to ship!



Put the following forms into the brown ink envelope:

Supervisor's Report Form,

All answer documents to be scored,

State-Allowed Accommodations Roster,

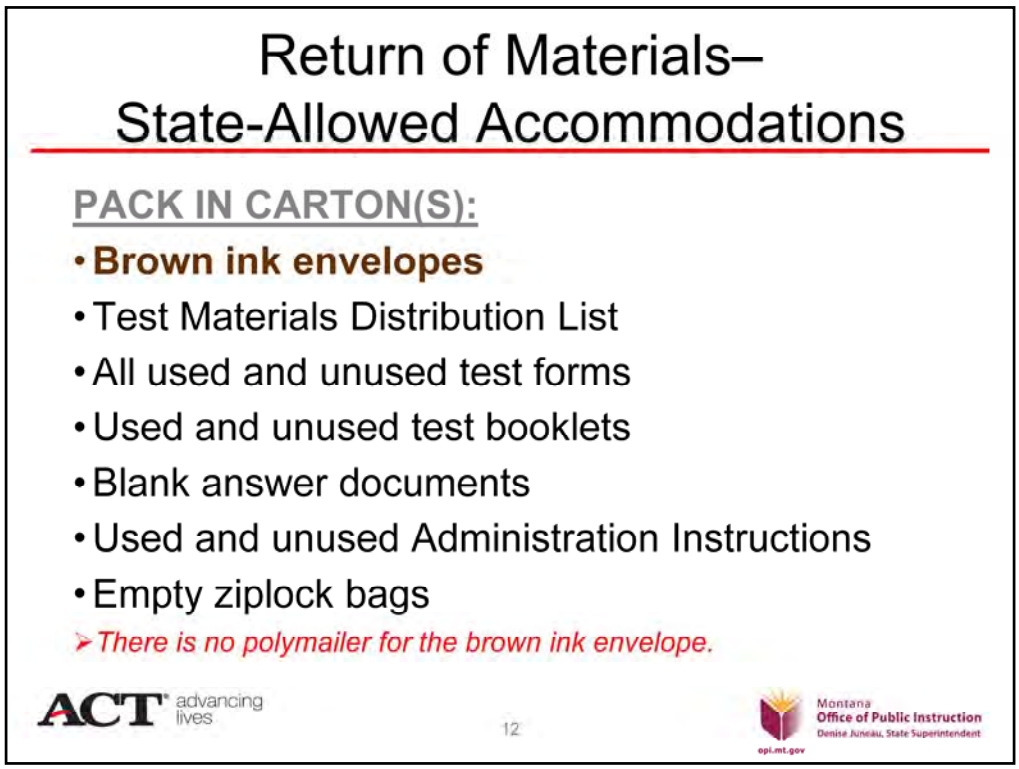
Large Type Worksheets,

School ID Letters, etc.,

Irregularity Report, if any,

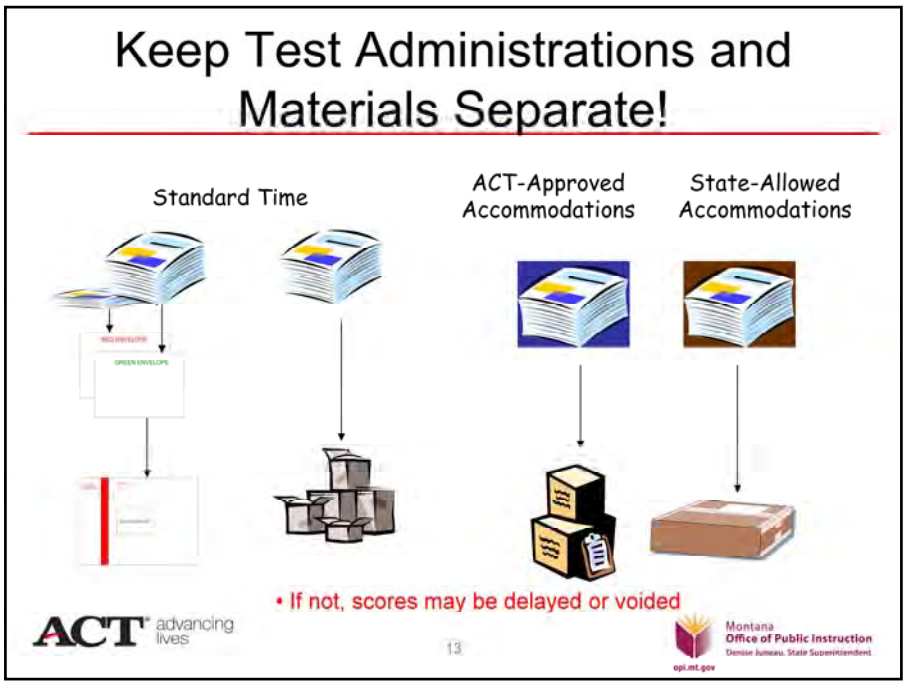
And VOID or REPLACED answer documents.

There is a checklist on the outside of the envelope. Use this to be sure you've included all of the required documentation.



Re-use the cartons that materials arrived in, and follow the directions in the Administration Instructions to pack the materials.

These cartons also have pre-paid shipping labels, and will be ready to ship back to ACT once they are sealed.



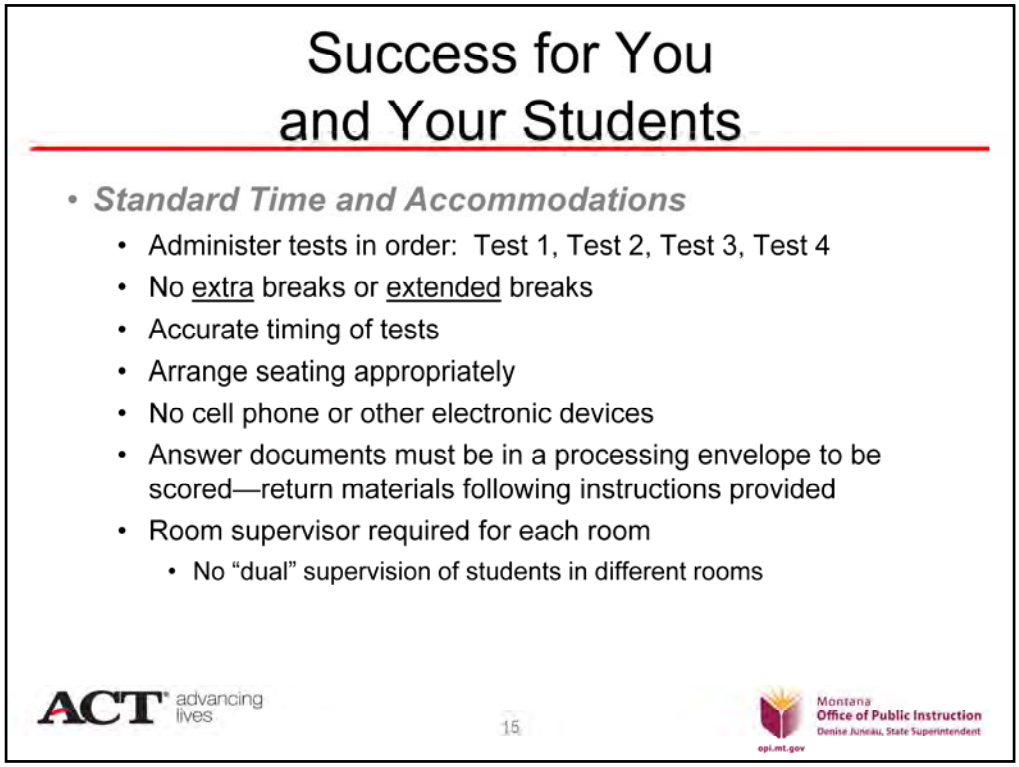
•If materials are mixed up when testing, students may not receive score reports, and if materials are mixed up when shipped back to ACT, scores for students could be delayed.

•To avoid delays or problems, keep-

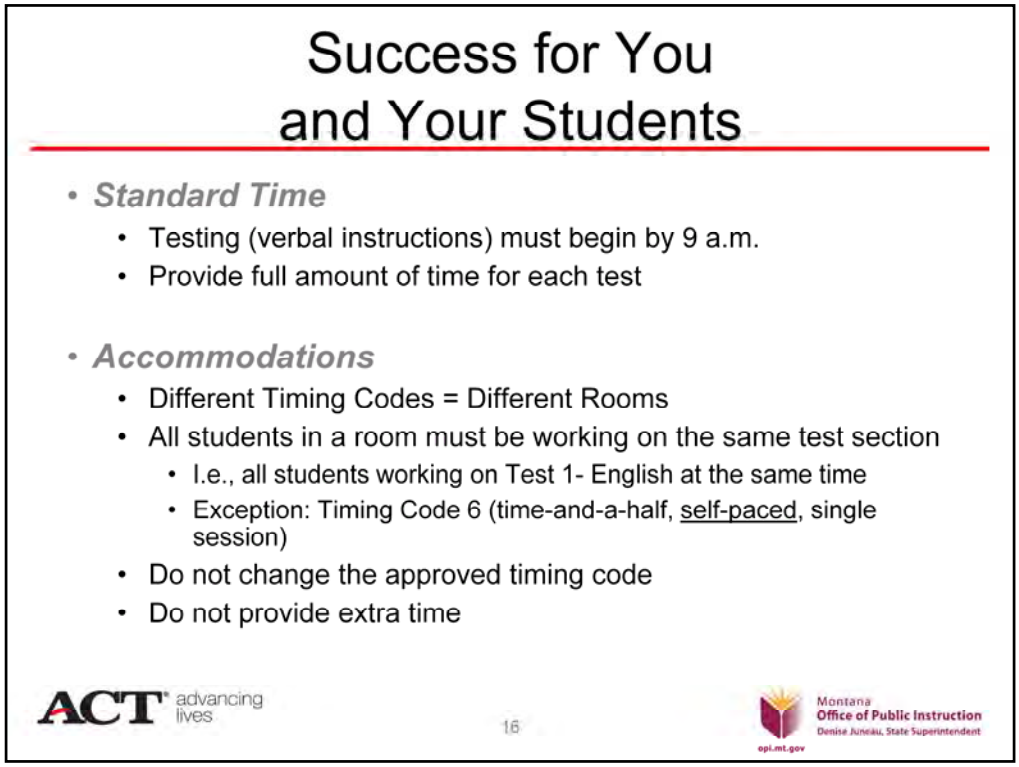
-Standard Time, ACT-Approved Accommodations, and State-Allowed Accommodations, administrations and materials separated from one another from start to finish.

Each year, ACT monitors the issues which seem to cause schools the greatest number of problems and lead to the cancellation of test scores.

The following are a few things to be sure to do, and a few things not to do, to help your administration go smoothly.



•For both standard time and accommodations testing, the tests must be administered in order. Test 1 needs to be the first test administered, Test 2 needs to be next, and so on.
•Do not provide extra breaks or extended breaks beyond what is authorized in the appropriate supervisor's manual.
•Carefully and accurately calculate the stop time for each test to avoid cutting time short, or providing too much time.
•Make sure seating is appropriate with all students seating in rows and columns facing the same direction- the front of the room- so the room supervisor can easily make eye contact with each student. No student should be seated so he or she is facing another student.
•Cell phones and other electronic devices are not permitted in the testing room, or on break. The only electronic device a student may have is a permitted calculator, and that is only to be out during the mathematics test.
•Be sure to follow instructions for packing and returning materials to make sure students' answer documents are processed. If the answer document is anywhere other than the envelope with the Supervisor's Report Form (the green ink, blue ink, or brown ink envelope), it will **not** be scored.
•Also, a room supervisor is required for each room. The room supervisor may not attempt to supervise more than one room at a time.



•For standard time testing, the verbal instructions must begin by 9 a.m., and you must provide the full amount of time for each test, even if all students are finished.

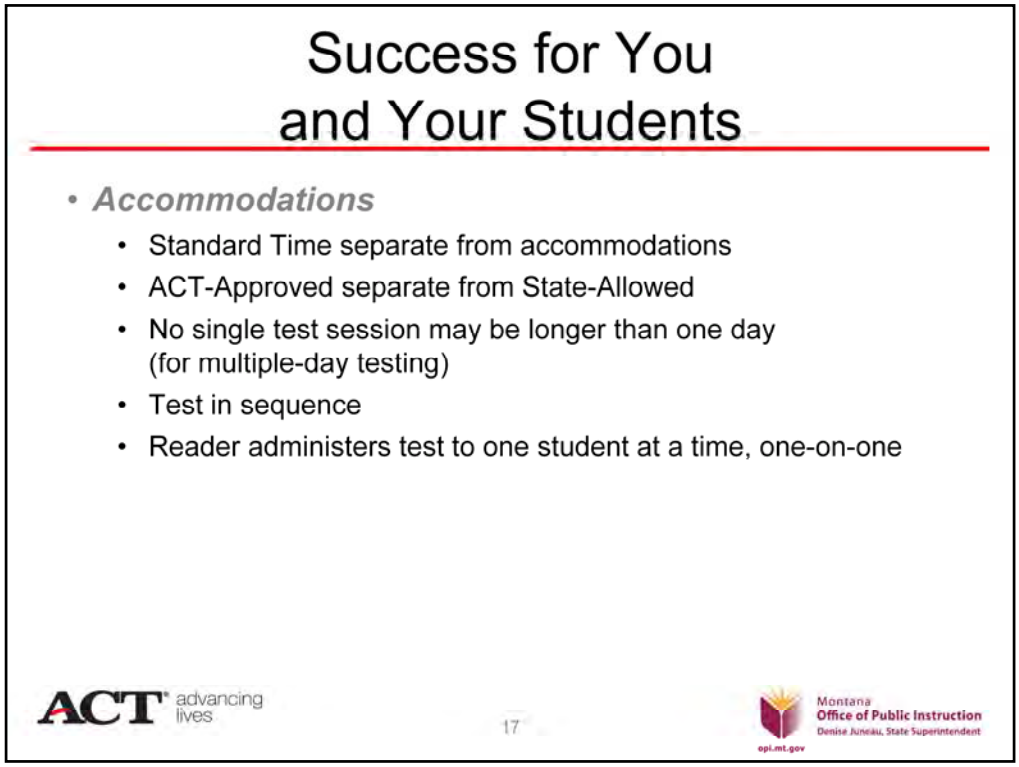
•For accommodated testing, students testing with different timing codes must test in different rooms. There will be a room designated for Timing Code 1, a room designated for Timing Code 2, and so on.

•All of the students in a room must be working on the same test, for example Test 1-English, at the same time.

•The only exception to this is for Timing Code 6 which is self-paced.

•For ACT-Approved Accommodations, use the timing code ACT authorized - do not change it.

•Do not provide more time that what is allowed. Time must be recorded in minutes, so double check your calculations. Clerical errors will result in cancelled scores.



Standard Time, ACT-Approved Accommodations, and State-Allowed Accommodations materials and administrations must be handled separately.

Test Standard Time students separately from students receiving accommodations, and test students authorized to test with ACT-Approved Accommodations separately from students testing with State-Allowed Accommodations.

If a student is authorized to test on multiple days, no individual test may be administered over more than one day. If the student starts a test, he or she must finish the test on the same day.

The tests must be administered in sequence. Do not make an exception even for one student. This happens frequently, so I want to provide more explanation in context for accommodations testing. If you have a few students with the same timing code who take Test 1, and you're set to administer Test 2 to the same small group of students on the following day, but then one of the students is absent for Test 2, but the others complete Test 2, the student who is absent may not take Test 3 with the other students. He or she must take Test 2, then Test 3.

Finally, if a student is authorized for a Reader to read the test, this must be a one-on-one situation. The Reader will be the room supervisor, and will administer the test to the one student.

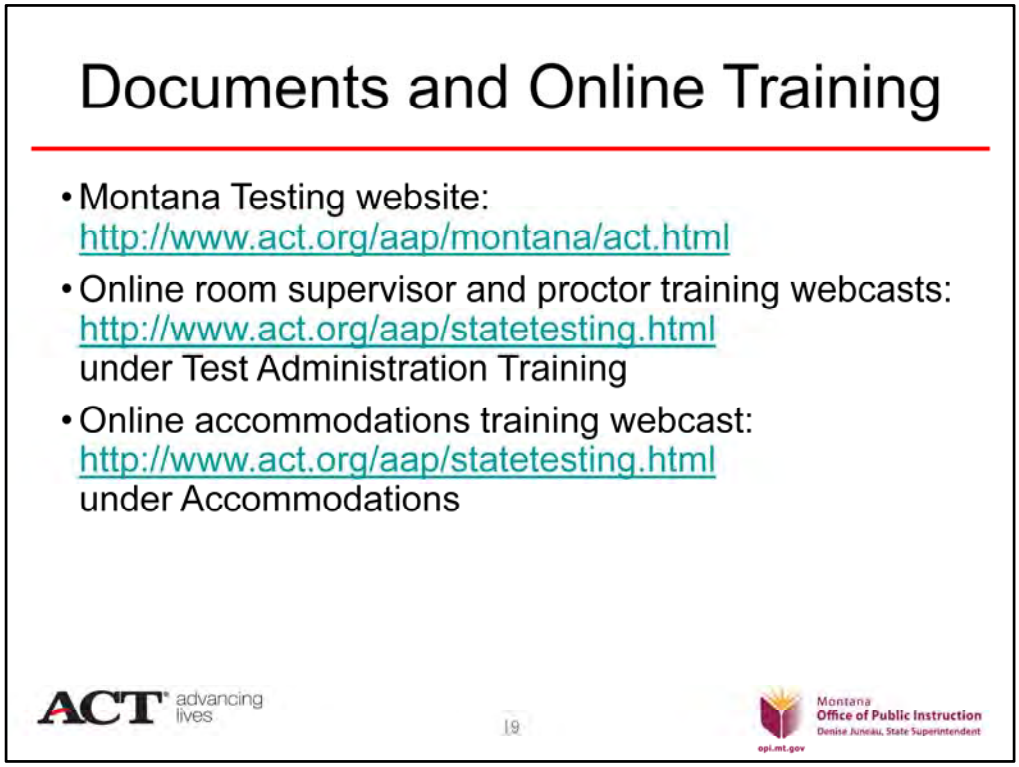
Again, we are sharing this list to help you avoid having a misadministration.

RESOURCES

ACT advancing lives

Montana Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

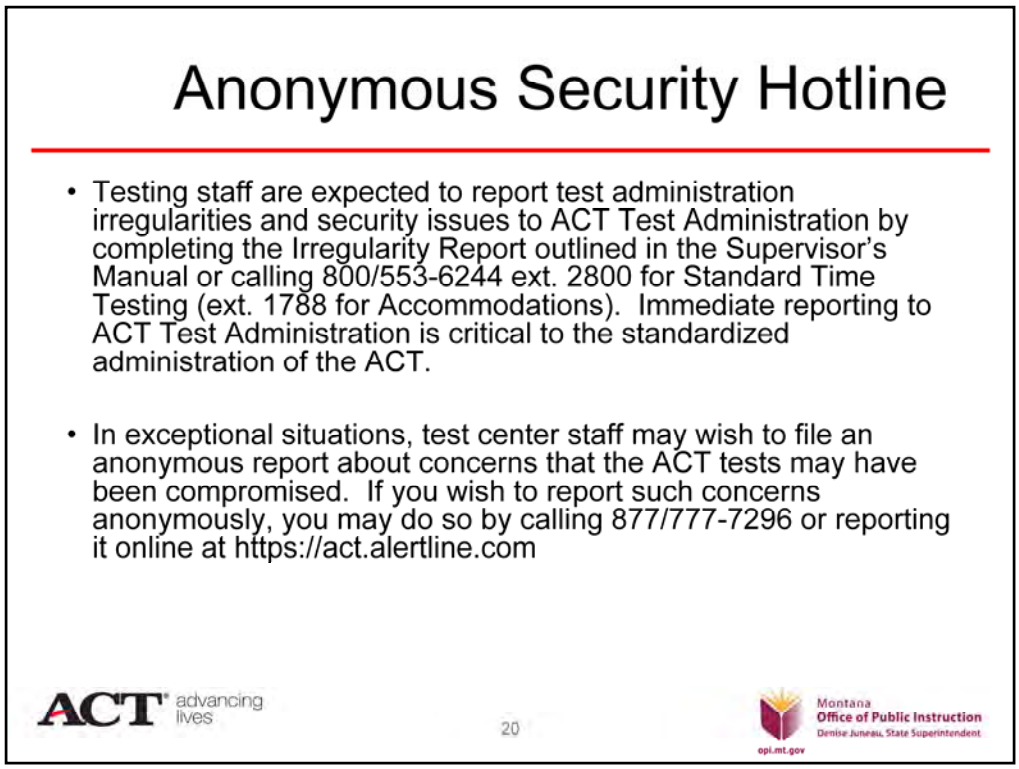
The following is our contact information.



The Montana Testing website houses many forms and links to training webcasts. You may want to bookmark this URL to refer to this site.

There are two room supervisor and proctor training webcasts found under the Test Administration Training heading. One version for standard time testing rooms, and another for accommodated testing rooms. These may be reviewed as often as you find helpful.

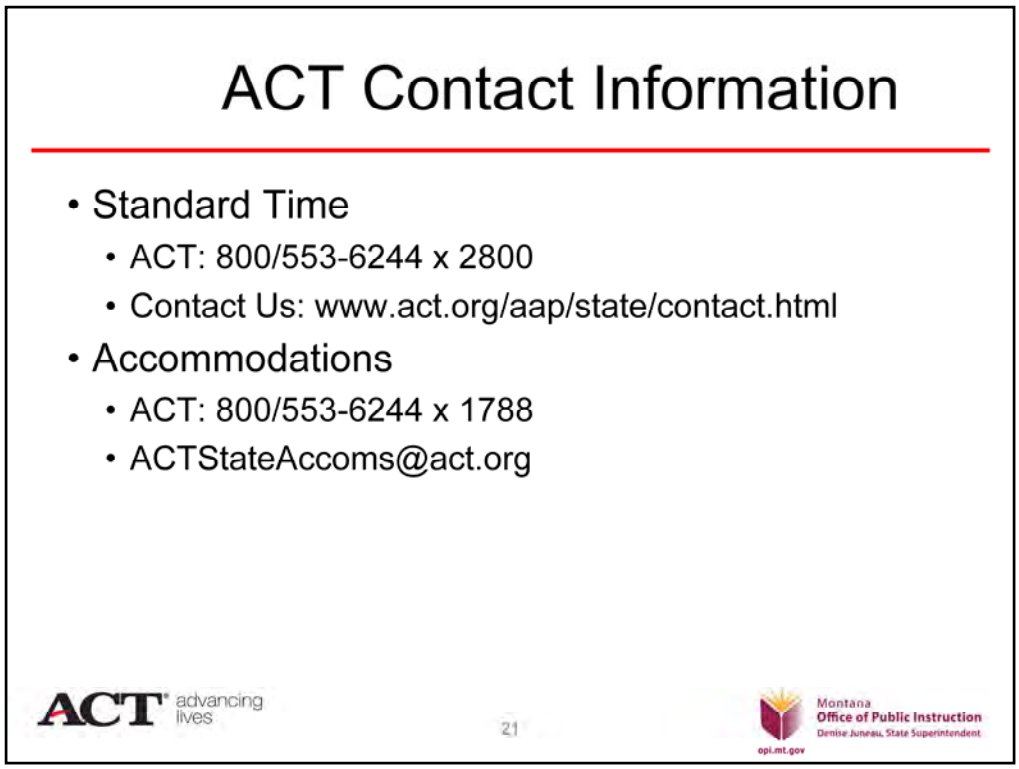
There is also an accommodations training webcast found under the accommodations heading. This explains the important role of the Test Accommodations Coordinator, particularly in applying for ACT-Approved Accommodations for students with documented disabilities and IEP or 504 Plans.



Your primary contact for Test Day issues remains the ACT Test Administration Department.

The following message on the slide is in each of the ACT Supervisor's Manuals and outlines contact numbers that should be used to report test day irregularities and security issues to ACT Test Administration.

In addition, and in exceptional situations, testing staff may wish to file an anonymous report about concerns that the ACT tests may have been compromised. If staff wish to report such concerns anonymously, they may do so either by calling the number listed or at the online website noted.



Read and follow all procedures and policies contained in the Supervisor's Manuals, review this PowerPoint as needed, and, if you have questions not addressed by this training, please call or e-mail us.

OPI Assessment Contacts

Judy Snow| STATE ASSESSMENT DIRECTOR| **Montana Office of Public Instruction** | jsnow@mt.gov | PH 406.444.3656 |FAX 406.444.0743| P.O. BOX 202501 HELENA, MT 59620-2501 |

Yvonne M. Field| ASSESSMENT SPECIALIST | **Montana Office of Public Instruction**| yfield@mt.gov |PH 406.444.0748 | FAX 406.444.0743| P.O. BOX 202501 HELENA, MT 59620-2501|

Ashley Makowski|ADMINISTRATIVE ASSISTANT | **Montana Office of Public Instruction** | amakowski@mt.gov |PH 406.444.3511 | FAX 406.444.0743| P.O. BOX 202501 HELENA, MT 59620-2501|

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Denise Juneau, State Superintendent
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